

Procedure

Procedure Number: SNS-QA-P02

Date: 22 February 2000

Revision: 0

Title: Procedure Development Procedure

Copies: This document is available on the [SNS web site](#). If you are working with a copy, you should periodically verify that it is the current revision number.

Purpose

To provide direction and guidance for preparing, reviewing, and approving procedures needed to achieve adequate quality in the Spallation Neutron Source (SNS). Any activity governed by an approved SNS procedure must be performed in accordance with the procedure or an approved deviation. This procedure implements part of the SNS Quality Assurance Plan, SNS-QA-P01, Criterion 5, Work Processes, "Work Planning."

Scope and Applicability

This procedure describes the preferred process for the development of SNS procedures. Where tasks are determined by responsible management not to require a formal procedure, less formal instructions, guides, and industry standards may be used. This procedure may also be used for development of instructions and guides, but they may be developed by other processes than this procedure.

Responsibilities

- Managers have the authority to identify the need for a procedure, and to assign an author to develop the procedure.
- Author and manager are responsible for assignment of reviewers.
- Author follows the process given in the flowchart, Appendix A to develop the procedure with proper inputs and approvals.
- Author defines the process to be followed to accomplish the desired purpose, and writes the procedure with attention to technical accuracy and completeness.
- Author, manager, and reviewers together ensure that appropriate statutes, regulations, standards, orders, and contract obligations are incorporated into the procedure.
- Manager ensures the approval sequence given in Appendix A is followed where applicable.

Format

A specific format is not mandated. However, the format should enable the procedure to be effective under the circumstances of its use. Most SNS procedures should be brief, using flowcharts to convey the steps involved. Appendix B is an example flowchart illustrating good practices.

Definitions

- **Deviation:** A procedure deviation is a temporary or limited-scope departure from a procedural requirement, normally approved by the same management that approved the applicable procedure.
- **Flow Chart:** A graphic representation of the sequential flow of a process including concise action statements, clear termination points, and specific documents that are generated as a result of the process.
- **Industry Standards:** Published standards developed in a consensus manner that provide adequate guidance on completing a task effectively.
- **Instructions and Guides:** These are documents to which strict adherence is not required
- **Procedure:** Documents that describe the precise actions necessary to complete a process. SNS procedures are used to provide consistent direction to personnel performing work.
- **Process:** Any activity bounded by a well-defined beginning and end.



References

[SNS-QA-P01, SNS Quality Assurance Plan](#)

[ORNL-MS-G1, Guidance for ORNL Procedure Writers](#)

[DOE-STD-1029-92, Writer's Guide for Technical Procedures](#)

[SNS-IO-P01 Creation, Distribution and Management of Spallation Neutron Source Records](#)

[SNS-IO-P02 Management of Spallation Neutron Source Controlled Documents](#)

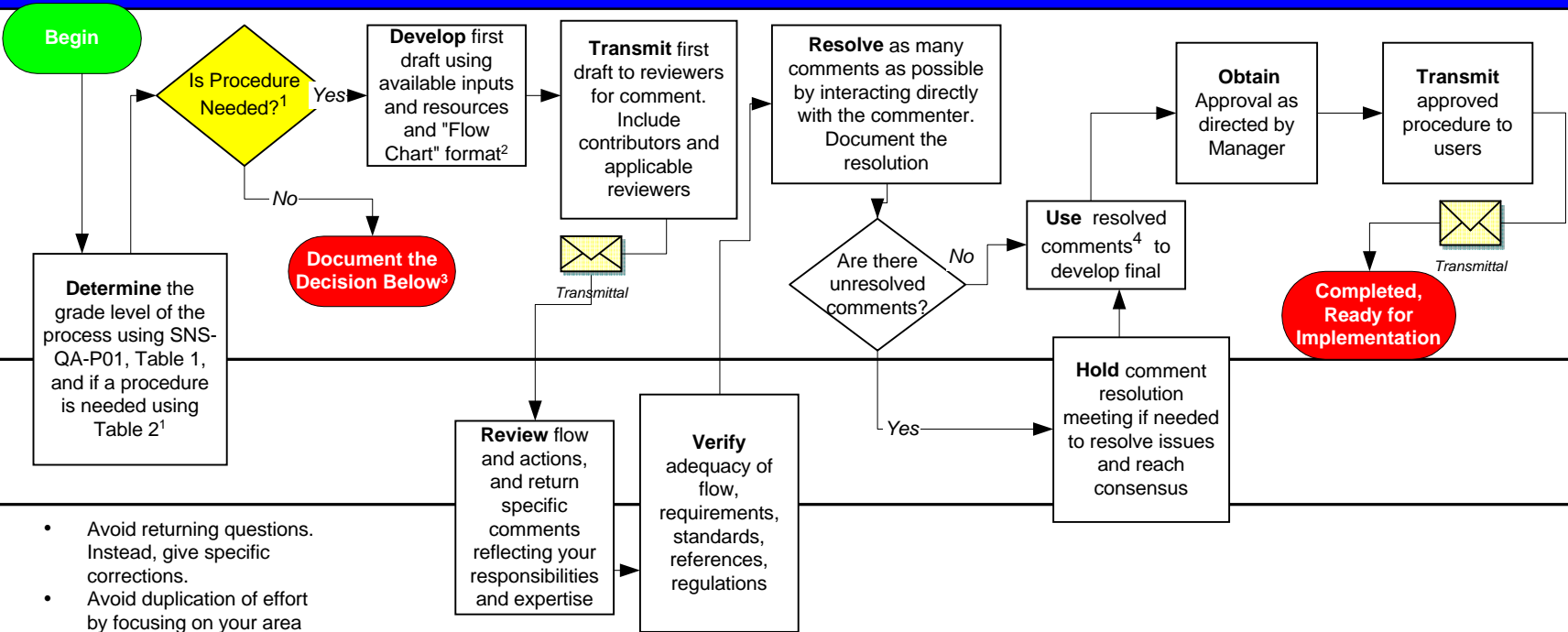
Appendixes

A: Procedure Development Process

B: Procedure Process - Example

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Procedure Development Process



Suggested Outline

- Purpose
- Scope
- Responsibilities
- Process Flow
- Records
- References
- Appendices

Reviewers

Author invites needed reviewers from technical, functional, or WBS contacts. Reviewers include: ES&H, Procurement, Operations Rep., and QA Rep. as a minimum

Pre-Implementation Review and Validation Guidance

- Table-top Pilot
- Dry-run

¹Determine Need

Will strict adherence to a procedure:

- 1) minimize adverse impact to personnel safety (now or during operations),
- 2) enhance understanding of the process,
- 3) clarify complex interfaces,
- 4) provide consistency across disciplines,
- 5) increase management confidence?

²**Obtain** Procedure Number from DCC-
snsdcc@ornl.gov.

⁴**Maintain** comments in a procedure file in accordance with SNS Records Plan.

³Record of Use

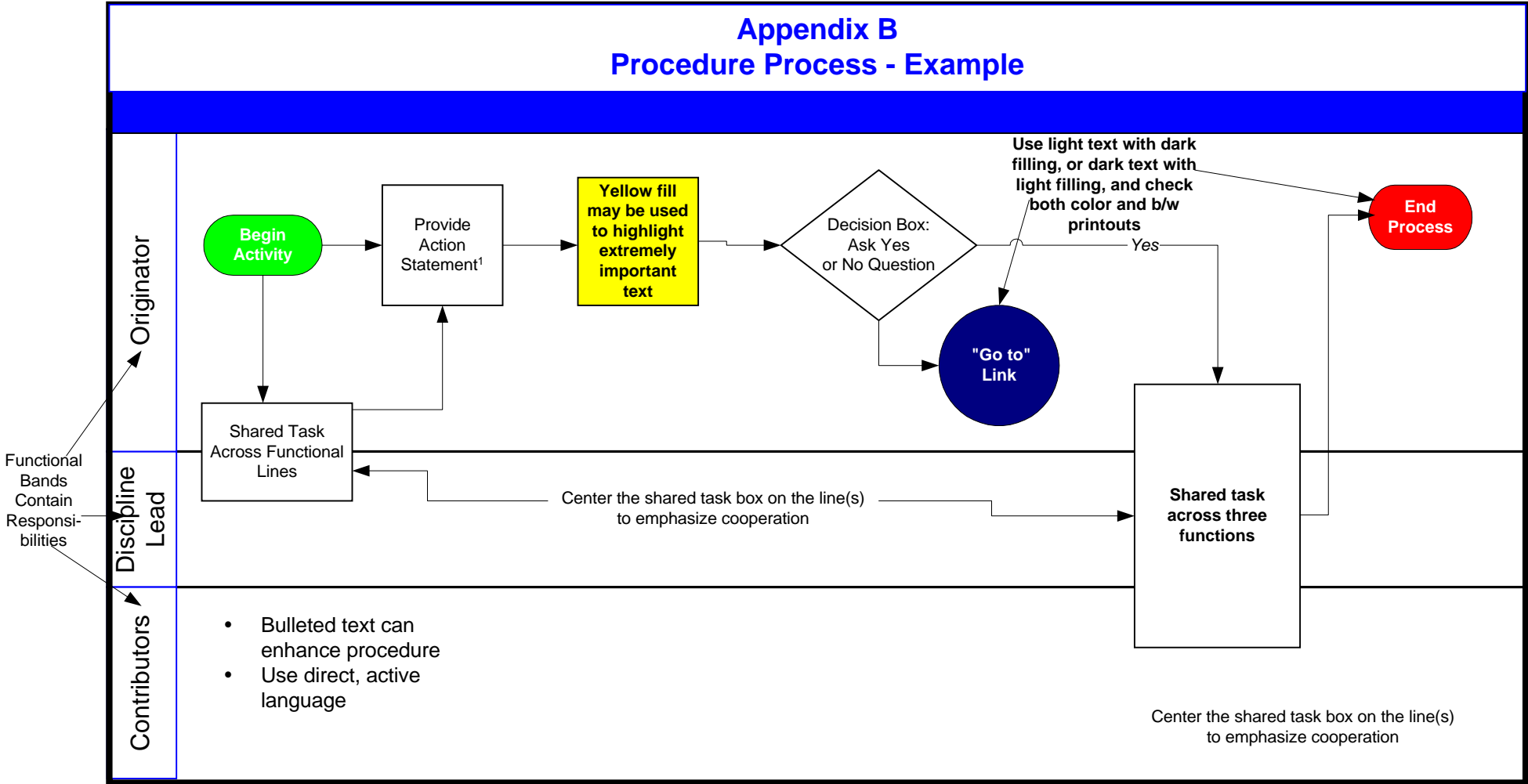
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Document or Item ID

Signature

Date _____



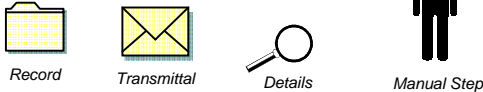


Comments Can Be Placed Anywhere

Comments Should Be Short and Concise Statements

¹Footnote Comments can also Reference A Specific Step

Clip-Art Icons May Aid Recognition of Similar Steps. Examples:



If the flowchart can be used as a record, add a signature block such as this

Record of Use (Optional)

This procedure was followed to produce the following:

Document or Item ID

Signature

Date